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ABSTRACT

This document contains comprehensive information designed to orient part-time faculty members to Tanana Valley Community College. The handbook includes information on the background, goals, and objectives of the college; college degree and certificate programs; administrative organization; birth of college courses; part-time instructor services and benefits; parking, keys, time tests, accidents, field trips, and gym rules; textbooks, supplies and materials; faculty contracts, payroll, and paycheck deductions; registration for non-credit and credit courses; classroom assignments, credit course rosters, and attendance; class size, teaching loads, and contact hours; grading; and withdrawal and refund policy. Further information covers volunteers, college/community events, the child development program, and the non-discrimination statement. Sample forms and a college calendar of events for 1977-78 are appended. (TR)

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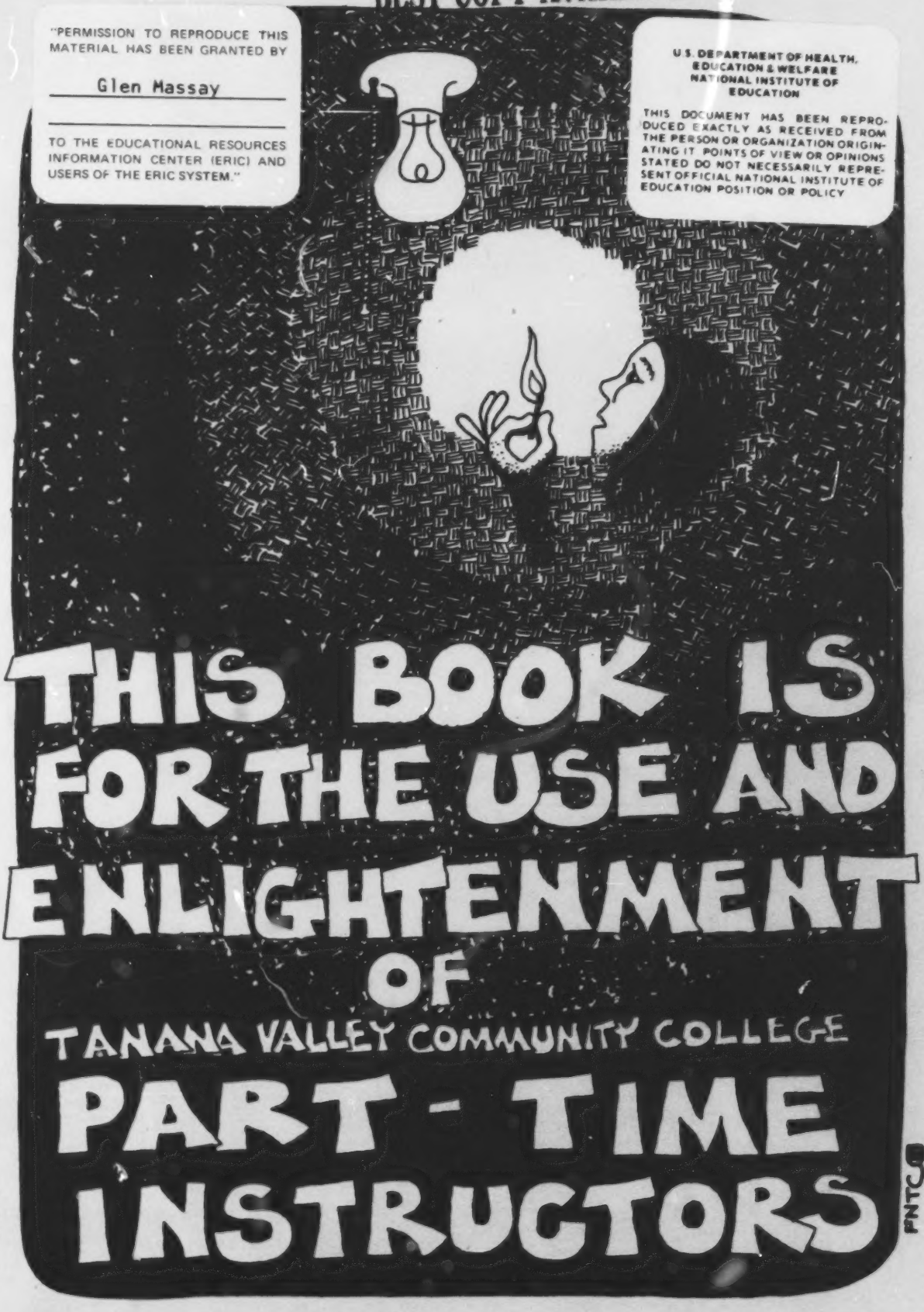

O'NEILL
IRVINS
GEOPHYSICAL INSTITUTE
AHRC
HIGH RISE DORMS AND HESS COMMONS
BUNNELL HOUSE
CHANDALAR
HEALTH, SAFETY FIRE
YUKON DR.
WOOD CENTER
CONSTITUTION HALL
FINE ARTS
MUSIC
ENGLISH
GREAT HALL
LIBRARY
TANANA DR.
FREE PARKING
FARMERS LP. RD.
TAKU DR.
CHAPMAN
GRUENING
BROOKS
EIELSON
MUSEUM
BUCKERING
DORMS
SALCHA
BUNNELL
CHANDALAR
COLLEGE RD.
BELUGA
PATTY
LOWER COMMONS
TANANA DR.
FREE PARKING
FAIRBANKS ST.
N
HUTCHISON
UNIVERSITY AVE.
MONTESSORI SCHOOL
GEIST RD.

TELEPHONE NUMBERS

Film Library 479-7023

Media Services 479-7072

Rasmuson Library 479-7481

Safety & Security 479-7721

TVCC Registration Desk . . 479-7035
or 7036

EMERGENCY to report Fire,
accident or other
emergency ON CAMPUS 7333

TVCC Numbers

Registration Desk 479-7035

Director's Office 479-7036

Assistant Director's . . . 479-7517
Office

Career & Technical Office 479-7064

Community Interest Office 479-7880

Couseling & Student
Services Office 479-7065

Non-Credit Short Courses . 479-7850

Aviation 479-7926

Electronics & Electrical . 479-7238
Technology or 7686

Food Service Technology . 479-7423

Office Occupations 479-7008
Classroom 479-7133

Fire Science 479-7064

Early Childhood Education 479-7545

Family Living/Management . 479-7545

Bunnell House Child Development
Laboratory . . 479-7335

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QUESTION: WHY DO YOU NEED THIS BOOK?

___ a. You can use it to replace one leg of your sofa

___ b. You can use the pages to fold paper airplanes

___ c. You can balance it on your head to improve your posture

___ d. You can use the pages to wall-paper the inside of your outhouse

_X_ e. NONE OF THE ABOVE

Aside from the content of the course(s) you teach, this book contains nearly all of the information you will need in order to meet your responsibilities as a part-time Instructor with Tarrana Valley Community College. We hope it helps you to feel better informed about the Community College and your part in it.

Since you teach for TVCC, many of your students may expect you to be informed about the programs, organization and operation of the Community College. Therefore, we have included basic information which will enable you to answer these inquiries.

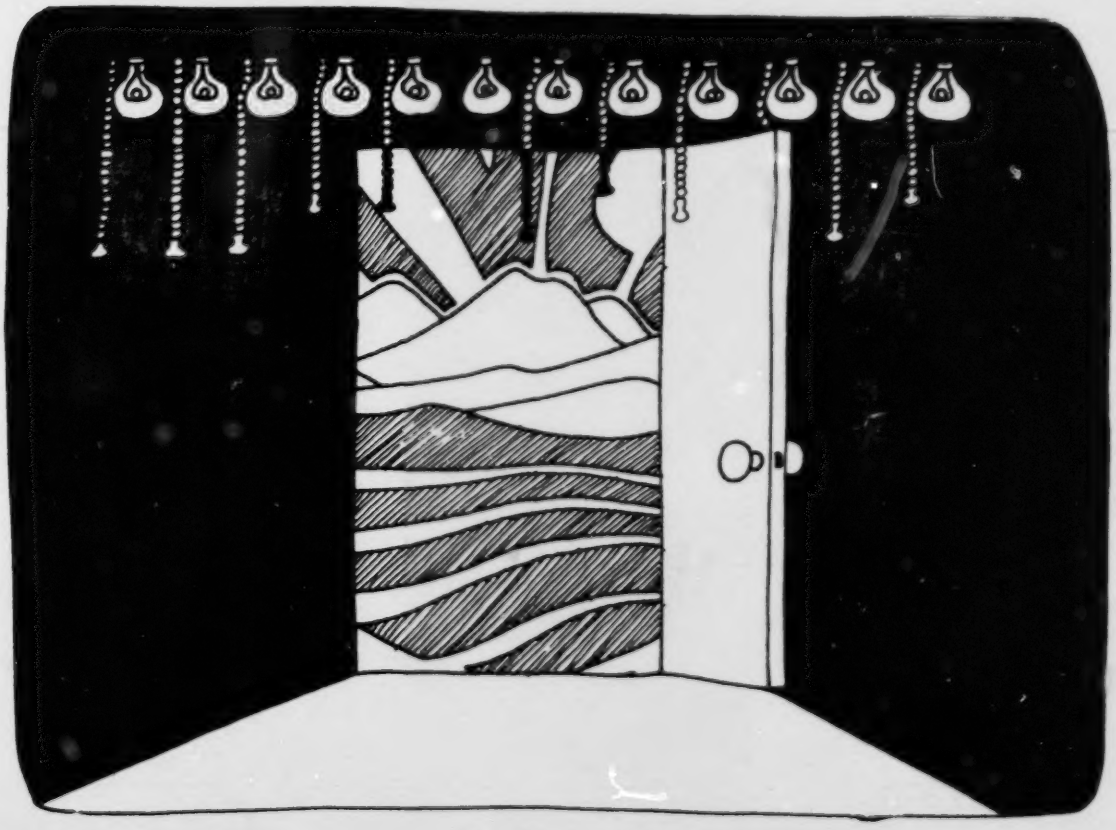
The information in this book also should serve as a reminder of those procedures which are so essential to the smooth operation of your class. Facts on how to get keys, supplies, books, materials, etc. are right here between these covers.

As things change, we'll send you up-dated information. When you receive new pages, please insert them in this book.

BACKGROUND

Tanana Valley Community College admitted its first classes in September, 1974 on the University of Alaska, Fairbanks campus and at the Hutchison Career Center in Fairbanks. Beginning with the formation of the Tanana Valley Community College Advisory Board in 1970, four years of planning went into the establishment of TVCC.

In the years since 1974, the Community College has become an important provider of educational services in the Fairbanks area. Tanana Valley Community College is the only institution offering vocational, avocational and two-year programs on an "open-door" basis to over 50,000 people within a 50 mile radius of Fairbanks.



GOALS & OBJECTIVES

Although they sometimes seem to be obscured behind promotional gimmicks, radio jingles and pickle sales, there are serious objectives and goals underlying the entire operation of Tanana Valley Community College. Each program is designed to meet an educational need in the Fairbanks area, and the Community College staff constantly strives to identify those needs. Your comments and observations are welcome.

The College

The administration and faculty of Tanana Valley Community College are committed to the total development of a community college concept which provides flexible and innovative educational services to residents of the Fairbanks area. Specific objectives are:

1. development of a community college offering certificate and associate degrees in occupational/technical programs, college parallel programs and community interest programs

2. development of curricula which will enable all students to relate more meaningfully to college level work and to become proficient in a variety of occupational skills as well as traditional associate and baccalaureate college degrees.

3. provision of non-credit and credit offerings to develop recreational, leisure time and daily living skills and interests

4. assessment of the educational needs of the Tanana Valley and committment to meeting the educational demands and interests of people of all ages

Career and Technical Programs

Tanana Valley Community College offers a variety of job-oriented programs which are designed to meet the vocational training needs of adults in our community. Both one-year certificates and two-year Associate degree programs are available. For the convenience of our students, several courses operate on an open-entry/open-exit basis. Even if they do not desire to enter a degree or certificate program, students are encouraged to enroll in Career and Technical courses for enjoyment and personal enrichment.

Community Interest Programs

Community Interest Programs seek to offer the community a wide variety of college credit-bearing courses. Tanana Valley residents are able to select those courses which will enhance their intellectual, vocational, daily living and/or leisure capabilities. Community Interest courses provide:

1. information on past or present reality or beliefs -- provided that the instruction enables students to gain an understanding of the world and to engage in thoughtful analysis and discussion of physical, social or spiritual reality, and

2. instruction in skill areas -- provided that the skill taught does not endanger the well-being of the student and does not infringe on the rights or well-being of others.

Non-Credit Short Course Programs

Non-Credit Short Courses strive to provide learning experiences for people of all ages and abilities. The Short Course faculty and staff are committed to developing flexible programming which will be responsive to the life-long learning needs of the greater Fairbanks community. The program seeks to fill the many gaps in educational services in the Fairbanks area.

Student Services And Counseling

The office consists of Raymond Diaz, Jackson Highley, Debbie Sather, Sherri Modrow, and Janet Harris, who are available to make the educational process at TVCC a pleasant one. The staff plans social events encouraging the informal mingling of students and faculty. Each month they compile a newsletter of TVCC news and events. Please feel free to use the expertise of this department if a difficulty with interpersonal or intrapersonal relationships seems to be developing in one of your classes.

Tanana Valley Community College offers confidential personal and/or vocational counseling to all of its students. Counseling appointments may be made by calling 479-7065 or by coming to 305 Constitution Hall. Walk-in hours are from 8:30 am - 5:00 pm, Monday through Friday. Evening counseling is available and welcome, but are made by appointment only. (5 pm - 7 pm)

DEGREE & CERTIFICATE PROGRAMS

Associat· (Two-Year) Degree Programs (60 credits)

Aviation Technology

Business Supervision

Construction Technology

Early Childhood Development

Electrical Technology

Family Living/Management

Fire Science Technology

Food Service Technology

Graphic Arts & Designs (Drafting)

Library Technical Assistant

Mineral & Petroleum Technology

Office Occupations

Para-Professional Counseling

Certificate Programs (30 credits)

Food Service Technology (Baking & Pastry)

Office Occupations

Construction Supervision

Fire Science Technology

ADMINSTRATIVE ORGANIZATION

Some people have claimed that the Community College is totally unorganized. In order to refute this charge, we present the following.

Director	DR. GLENN MASSAY	201 Constitution Hall
Assistant Director	STEVEN SPENGLER	310 Constitution Hall
Coordinator of Career & Technical Programs	DOIS DALLAS	308 Constitution Hall
Coordinator of Community Interest Programs	CONSTANCE SMITH	104 Constitution Hall
Coordinator of Counseling & Student Services	RAYMOND DIAZ	305 Constitution Hall
Registration Office	MARSHA HECKMAN ROBIN WELLS JEANNE PORTWINE	201 Constitution Hall
Coordinator of Non-Credit Short Courses	MICHELLE BARTLETT	104 Constitution Hall
Coordinator of Tanana Valley Council on Education & Work	SHERRY MODROW	305 Constitution Hall

* * * *

Department Heads

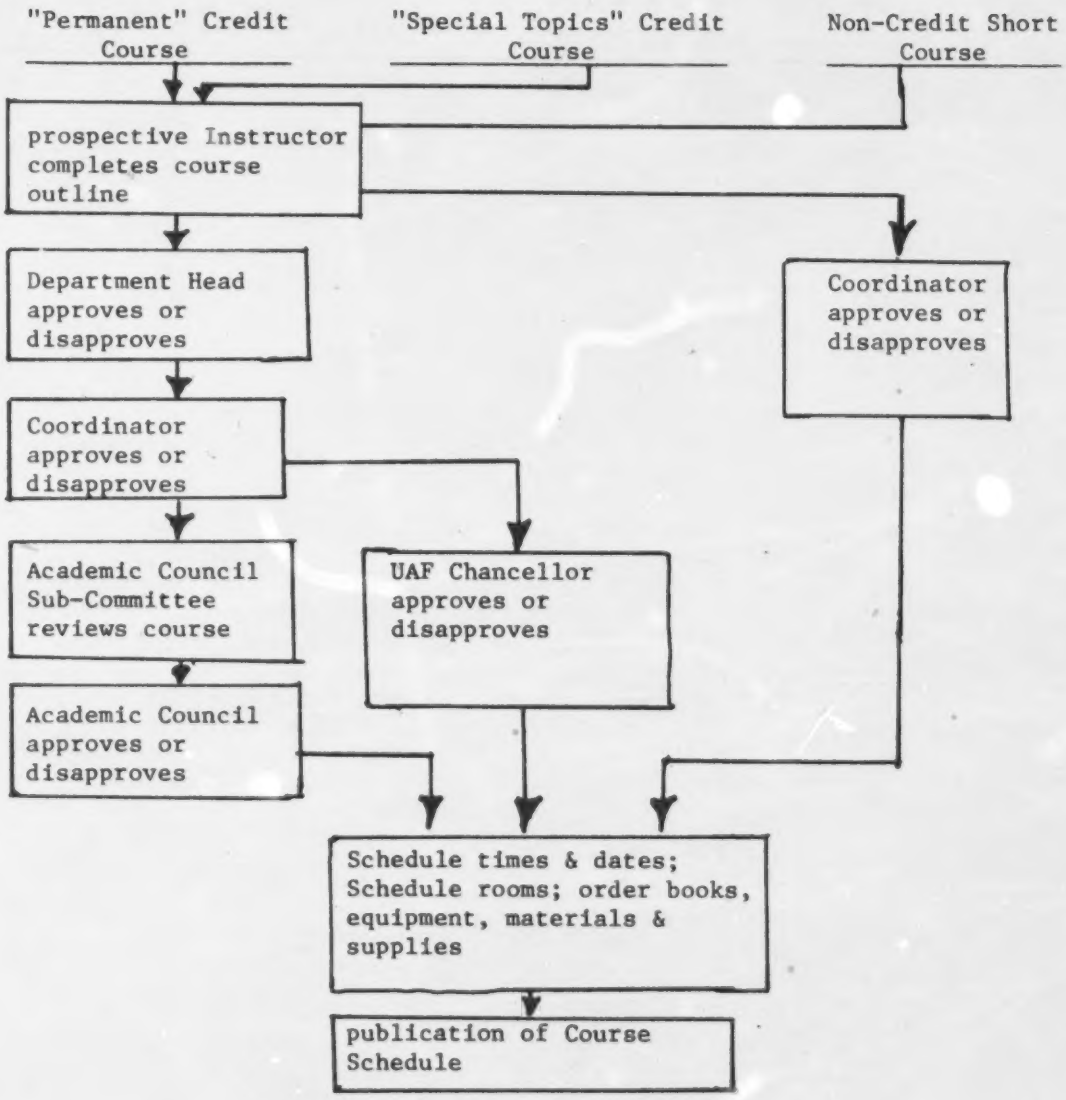
Aviation	BRAD REED	201 Chapman Bldg.
Business Supervision & Office Occupations	JOLENE WORKMAN	411 Gruening Bldg.
Early Childhood Development & Family Living/Mgt.	CONSTANCE SMITH	104 Constitution Hall
Electrical Technology & Electronics Technology		327 Duckering Bldg.
Fire Science	BUD SANDS	308 Constitution Hall
Graphic Arts & Design	JOHN HURLBUT	155 Hutchison Career Center
Food Service	DOIS DALLAS	308 Constitution Hall
Library Technical Asst.	TERRY HUBBARD	Rasmuson Library
Mineral & Petroleum Technology & Construction Tech.	DOIS DALLAS	308 Constitution Hall
Para-Professional Counseling	RAYMOND DIAZ	305 Constitution Hall

Coordinators

The Bunnell House Child Development Laboratory	MELISSA MUCHEWICZ	703 Chatanika St.
General Programs (Short Courses)	CARO GRAY	104 Constitution Hall
Recreational Programs (Short Courses)	BOBBI BRUNO-MOORE	104 Constitution Hall

BIRTH OF A TVCC COURSE

Before it is offered to the public, a TVCC course must have been approved on several levels. Here is the process.


"Permanent" Credit Course
"Special Topics" Credit Course
Non-Credit Short Course
prospective Instructor completes course outline
Department Head approves or disapproves
Coordinator approves or disapproves
Coordinator approves or disapproves
Academic Council Sub-Committee reviews course
UAF Chancellor approves or disapproves
Academic Council approves or disapproves
Schedule times & dates; Schedule rooms; order books, equipment, materials & supplies
publication of Course Schedule

Suggestions and/or outlines for new courses should be submitted to the appropriate Coordinator.

SERVICES & BENEFITS AVAILABLE TO PART-TIME INSTRUCTORS

Activity Cards You will receive an ID card when you sign your payroll contract. This card allows you to use the University Library and Wood Center facilities. By presenting this ID card, you can purchase a Patty Gym Activity Card for $5 at the Patty Gym Office.

Workman's Compensation You are eligible for Workman's compensation if injured while working. If you are injured in the line of duty, an accident form must be filled out and turned into the office within 24 hours.

Unemployment Compensation Since Unemployment Compensation is paid for by the University, be sure to file on this also when applying for unemployment insurance. (As long as you are not currently on contract with us.)

Audio/Visual The University has a Film Library which you are welcome to use. If you need films or audio/visual equipment for your class, (slide projector, tape recorder, overhead slide projector, etc.) you may reserve it in your name through TVCC. Call Media Services, 479-7072, to reserve equipment and the Film Library, 479-7023, to reserve films. The Film Library is located on the first floor of the Eielson Building. You are responsible for returning these items in a timely fashion, or your individual privileges will be removed by Media Services.

Duplicating Services Printed (typed) material you wish to hand out to your students can be reproduced in three ways:

1. Ditto - This is the cheapest method of duplicating material and is most appropriate for one or two page handouts for up to 80 students. Ask the secretary for ditto masters and for instructions on how to use the ditto machine.
2. Quick Copy - This is the most appropriate method for reproducing multiple-page copies for 20 or more students. Quick copy costs approximately half as much as Xerox, so we encourage you to use it. You should give the secretary a copy of the material to be duplicated, 10 days in advance of the time you want it.
3. Xerox - Please use this sparingly. Ask the secretary for the Xerox "key"; then you can use the machine in 201 Constitution Hall. If you use the Community Interest, Short Course or Aviation Xerox "key", you do not have to write down how many copies you ran - the information will be recorded automatically via the key and charged to the appropriate account. If you do not use one of these "keys", you'll need to write down the number of copies, the account number & your name on the form provided on the Xerox machine.

Mail Boxes For part-time Short Course & Community Interest instructors, mail boxes are located in 201 Constitution Hall. Please check frequently for messages. All other instructors should check frequently with the Department Secretary.

Telephones If you need to place class-related calls, the secretary may give your permission to use a phone in the office. If you are calling long distance, please give the secretary a note indicating the city you called, the number, the date and which TVCC line you used.

Newsletters Each month during the Fall and Spring semesters, the TVCC office of Counseling and Student Services publishes a newsletter for students and faculty. These newsletters are intended to keep you and your students up-to-date on TVCC news and events. To have an item included in the newsletter, please contact Debbie Brooks-Sather (479-7065).

Elmer E. Rasmuson Library The Elmer E. Rasmuson Library collection consists of more than a half million volumes with additional holdings of periodicals, serial titles, government documents, microfilm, microcards, microfiche, maps, phonorecords, and cassettes. Book holdings are available on open stacks for the use of patrons during the extensive hours the library is open. A seperate reserve study area is open until 2:00 A.M. when classes are in session. Since students and faculty enjoy the open-stack arrangement and the wide circulation of books, they cooperate with the necessary security check of materials leaving the library. All students enrolled for 3 or more credits and part-time instructors are entitled to use the library.

THE NITTY GRITTY

Parking In the Fall semester, 1977, there will be TVCC parking stickers available which will allow you to park FREE in the outer parking lots such as the lower Patty lot and the East access (Farmer's Loop Road) lower parking lot (see the map).

If you wish to park in the "core area" parking lots, Safety & Security requires that you purchase a parking sticker. Year around parking stickers are $7.50 (purchased in the Fall) and Summer stickers are $5.00.

If you're tempted to gamble, please remember that un-stickered cars do get ticketed. Any car parked in a fire lane, loading zone, reserved parking, or other areas designated "no parking" will be ticketed (or worse!).

Keys will be issued to your classroom (if necessary) by the Coordinator or the secretary. You will be given a key authorization form which you will take to Safety & Security and they will issue you a key. Please bring the pink copy of the authorization back to us. At the end of the semester, please turn in the keys to this office. We will take them back to Safety & Security for you. Safety & Security will charge $5.00 for each lost (or unreturned) key so do turn them in.

Tine Tests The State of Alaska requires that all University employees take annual tuberculin tests. You can get a free Tine Test at the Health Center, 800 Airport Road, Mon-Wed 8:30 am - 5:30 pm or on Friday 8:30 am - 5:30 pm. Please do this before your first class meeting.

Accidents If an accident happens while you are teaching, notify the TVCC office or Safety & Security (479-7721) immediately.

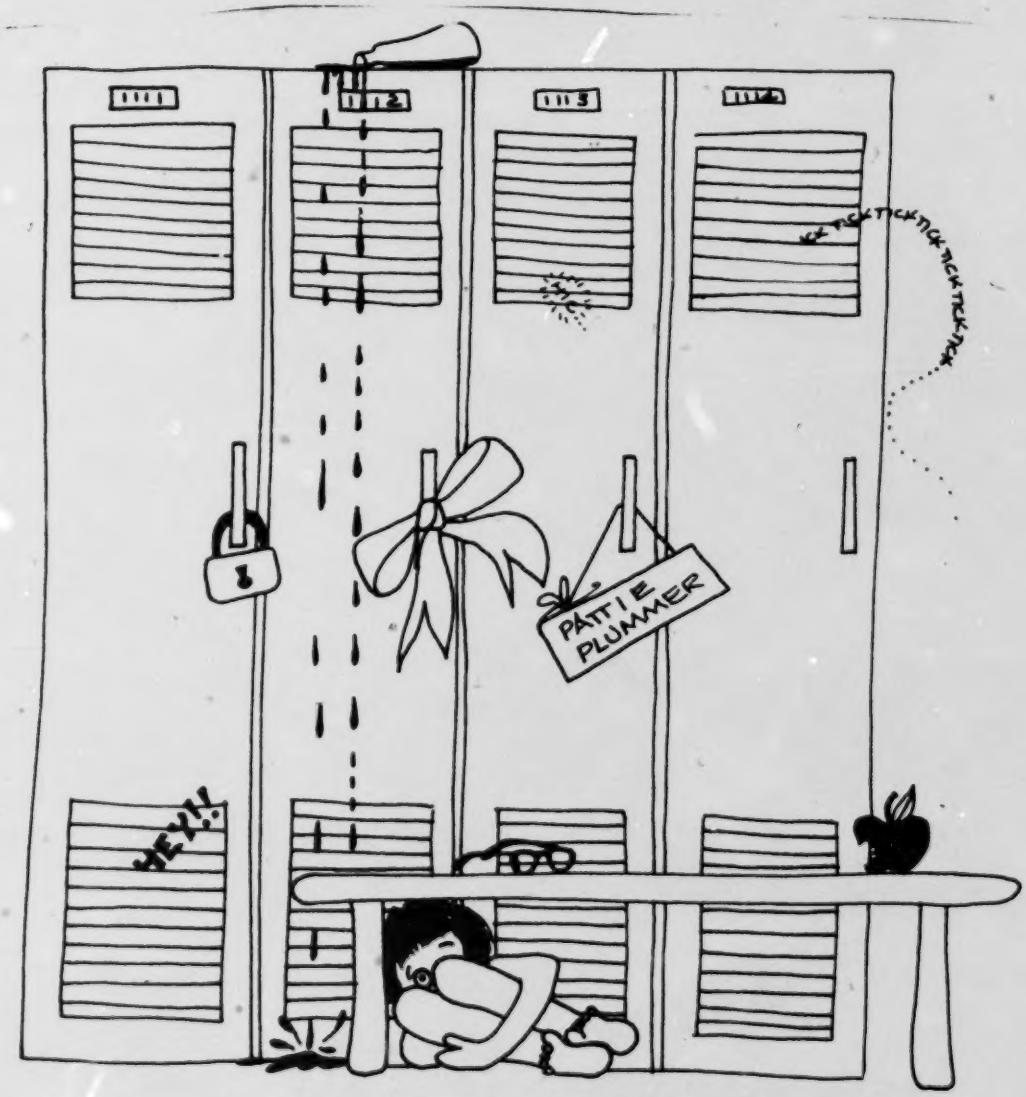
We have accident report forms in the office which must be completed for insurance purposes. (See sample copy attached.)

Field Trips If you are planning a field trip for children, you must have a parent or guardian sign a permission slip first. Call the Short Courses office one week before the planned trip to arrange for these slips and insurance.

Patty Gymnasium Building Rules

1. Children 17 years and younger must be accompanied by an adult. Children must not be left unattended while waiting for transportation or while an adult is in a class.
2. Parents should use the Patty pool balcony while waiting during swim instruction.
3. Children are not allowed on the pool balcony unless accompanied by an adult.
4. No food or drinks are allowed in the building.
5. Children must be accompanied by an adult while using the sauna room.

6. Children should bring a lock or ribbon to tie onto their locker so that they will be able to locate the locker after class.
7. Children should be reminded not to loiter in locker rooms.
8. Absolutely no running in the halls or locker rooms.
9. To avoid parking fines, do not park in front of the Patty Building or in the first two rows of the lot unless you have a University parking sticker. Please use the Visitors Parking Area.
10. Pool rules will be explained to swimmers on the first day of lessons.
11. The last day of swim lessons is FUN DAY. Each enrolled swimmer is allowed to bring a friend to class (child or adult). If your friend is a nonswimmer, please inform your instructor.



TEXTBOOKS, SUPPLIES & MATERIALS

Textbooks If you require a text for your class, we must place the order no later than 8 weeks before the class begins. Give the secretary the name, author, publisher, and publisher's address for the book (s) and she/he will order them for you. If the Bookstore runs out of your text, the student can order a copy from the U of A Bookstore and pay no extra charges.

Supplies & Materials If you need to have materials ordered for your class, fill in the order form included in this manual and return it to the secretary. All materials from suppliers outside should be placed early (8 weeks before class). All orders have to be placed through the University Purchasing Department by us. Do Not order something and then present us with a bill; Fouls Us Up! If the supplies for your class can be obtained locally, fill in the same form and give it to the secretary. After the Purchasing Department issues a Purchase Order, you will be able to pick up the materials from the local supplier.

If the student is to buy his/her own supplies for your class, give the secretary a list of the items, suggested local suppliers, and approximate costs. The list can be given to each student as they register.

If your material is to be purchased locally and will cost under $100, the Purchasing Department will issue a Limited Purchase Order (referred to as a LPO). You will take the LPO to the local supplier, he will write out the amount of purchase on the LPO, you will sign in the designated space, give the merchant (known as the vendor on the LPO) the white copy of the LPO, and bring back the yellow and pink copies and the receipt (or cash register tape) to the secretary. This is a handy way of getting materials because if you give us 3 or 4 days notice, we can have the LPO waiting for you. Some classes need perishable items (e.g. cooking classes) and the LPO is ideal.

Short Course and Community Interest Instructors who need materials that can be bought locally and cost under $20, see the secretary in charge of Petty Cash. You can confirm your need to purchase the item, buy the item with your own money and give the secretary the receipt after the purchase and be reimbursed. You must bring back the receipt in order to be reimbursed. The Petty Cash fund is to be used sparingly. Do confirm your purchases before you go out and buy! (Vocational Technology does not have Petty Cash.)

Ordering Extra Goodies for Students Sometimes Instructors encourage their students to purchase extra equipment or materials. These items are optional in terms of course requirements but may be desirable for people who have a serious interest in the topic. Instructors may not receive any commission, profit or kick-back from the sale of materials to students. You may suggest the names of suppliers to students, but it is important that you avoid all appearances of using your position as an instructor to peddle items or services.

CONTRACTS & PAYROLL

Credit Course Salary Schedule At the present, the payment for each credit hour is $471.60. This means that if your class is a one credit class, you will recieve $471.60 for that class. If it is a two credit class, you will receive $943.20 and a three credit class pays $1414.80 This is based on a full class of at least 18 students. What if you have fewer than 18 students in your class? (See "Contingency Contract")

Contingency Contracts At the present, the payment for a contingency contract is $26 per student per credit hour. If only 12 students enroll in your class, but you wish to teach it anyway, you will be paid $26 per student enrolled per credit hour:

For a one credit class, you will receive 12 x 26 = $312.00
For a two credit class, you will receive 12 x 52 = $624.00
For a three credit class, you will receive 12 x 78 = $936.00

You are under no obligation to teach a class that doesn't have full enrollment. However, teaching a new course in spite of low-enrollment sometimes helps spread the word that it's a great class.

Noncredit Short Courses Salary Schedule Instructors for Noncredit Short Courses are paid hourly for time spent in the class. The salary schedule begins at $5.69 per hour, and follows the University step and grade increases for part-time instructors.

Instructors for Noncredit Short Courses are paid for contact hours only, and will not be paid for preparation or travel time.

Time Sheets & Paydays The University is on a bi-weekly payroll system. This means that paychecks are issued every-other Friday. There is a two week lag at the beginning of your pay periods. You will sign Time Sheets on the designated Fridays and receive a paycheck for the previous two weeks at that time. For example; if you begin work during pay period "A", you will sign a time sheet at the end of that pay period. You will sign another time sheet at the end of pay period "B" (two weeks later) and receive a paycheck for pay period "A". Hence your first check will arrive two weeks after you first sign a time sheet. All subsequent checks will arrive every two weeks.

We will have your time sheets here in the office. For Community Interest Instructors and some of the Vocational Instructors, all you have to do is to sign them. Since you are being paid per credit hour instead of contact hour, we will have a pre-determined amount entered in the hour portion of the time sheet. Noncredit Short Course Instructors must keep track of their hours and fill in their time sheets accordingly.

DEDUCTIONS FROM YOUR PAYCHECK

Federal Withholding Federal Income Tax deductions are taken from your paycheck. If at anytime you want to change your deductions, come into the office and make out a new W-4 form.

State Withholding State Income Tax deductions are also taken from your paycheck. If you wish to change your deductions, come into the office and file a new W-4 form.

FICA You also will have FICA tax taken from your check. If you are employed elsewhere and are also paying FICA tax, your W-2 forms will reflect this at tax time, and excess deductions will be refunded to you.

School Tax At the beginning of the year, you will have $10 deducted for Borough School Tax. If you are working elsewhere off campus, you will probably have the same deduction. This too, shall be refunded when you file your income tax. Those of you who work for the University will only have this deducted once.

REGISTRATION - NON-CREDIT SHORT COURSES

Registration Day Noncredit Short Courses begins each quarter or semester with a massive "first day" registration in the Regent's Great Hall. This initial registration takes place on a Saturday from 10 am - 4 pm. In order to talk to parents and prospective students it would behoove you to help with this registration. This is a chance for you to "sell" your class and get aquainted with the Short Course family.

Class Rosters Each instructor will be given a class roster with names, addresses and receipt numbers for each student. Please take attendance at each class meeting. Noncredit Short Courses, because of its self-supporting nature, cannot afford "auditors" or regular visitors in class. Please be certain that each person is registered for your class.

REGISTRATION -- CREDIT CLASSES

Please stop in to meet the registration staff in 201 Constitution Hall. The friendly folks working there with student records and registration are: Marsha Heckman, Jeanne Portwine and Robin Wells. They would like to get to know the instructors, and they are the ones to call whenever you have a question on enrollment, grades, withdrawls, no-shows, etc. (479-7035 or 7036).

Student enrollment is done by the TVCC staff. We maintain evening and weekend hours during the beginning registration period and class start-ups. We try to accommodate our students so that the instructors do not have to handle registration. If a student brings money to you for your class, please tell him/her to go to 201 Constitution Hall to properly enroll and pay tuition and fees. We finance our classes in part with tuition monies, so any person who attends your classes must enroll -- no freebies, please!

Class Rosters Depending on the length of your course, you will receive various rosters from TVCC and the University (see attached).

1. TVCC Class Roster: We make up a listing of students almost the minute they are enrolled. We have found a delay of 3-4 weeks in getting the computer printouts from the University so we have devised our own simple roster. The phone numbers and addresses are for your convenience in reaching students should the need arise.

2. Preliminary Class Roll: It comes to you through our office from the University. There will also be another sheet attached on which you are to make corrections. This student listing should be checked and returned to 201 Constitution Hall immediately. (If your course runs 4 weeks or less, you probably won't have to bother with this form.)

3. Official Class Roll: Another roster from the University. It too should be checked and returned to us right away. (If your course runs 10 weeks or less, you probably won't have to bother with this form.)

4. End of Semester Grade Report: We try to send out this report in time for you to have a couple of weeks to tabulate grades. Turn the grade report in to the staff in 201 Constitution Hall. Each student should receive a grade. Be sure to sign the grade report in the upper left hand corner.

   The University will not send us official grade reports until the end of the semester. If your class ends before that time, (approximately December 19 in the first semester and May 2 in the second semester), you may wait until then or stop in 201 Constitution Hall and we will make up a grade report early. JUST DON'T FORGET TO TURN GRADES IN BEFORE THE FINAL DUE DATE!

   (See "Grades" section for more information.)

CLASSROOM ASSIGNMENTS & MURPHY'S LAW

Nothing causes us more headaches than finding the proper type of classroom at the proper time for each of our courses. If you understand the room assignment process, you'll be in a better position to help us avoid making annoying mistakes.

First we send to Records & Scheduling Office a list of what courses we'll be offering, what type of room is needed for each, class dates and times etc.

YOU MUST TELL US

1. Maximum number of students you will accept in the class
2. Any special equipment, fixtures, etc. you will need for the class (e.g. tables, sink, ballet barr, etc.)

Next, Records & Scheduling folks sit down with our request and the room schedule book and try to make sense of it all. This is a very complicated and time-consuming process (it takes between 2 and 3 weeks).

Since cancellation or change in one course often effects the room assignments of several other courses:

YOU MUST TELL US

1. Any changes in class day, dates, or times
2. Any cancellation of classes
3. Any changes or alterations of room size or special features

MURPHY'S LAW ("Anything which can go wrong, will.") really begins to operate when classes start to meet. The most common disasters are:

YOU ARE LOCKED OUT

Remedy: Call Safety & Security (479-7721). If you get locked out twice notify the Secretary so that she can correct this problem.

ANOTHER CLASS IS MEETING IN THE ROOM ASSIGNED TO YOU

Remedy: Find out the name of the other class and notify us the next day. Meanwhile, try to scout up an empty room in which to hold your class for that one time only. Post the door of your assigned room so that late-coming students know where to find your class. Do Not settle your class into an empty classroom and assume that you can meet there each week. This particular form of self-reliance causes us and your students misery!

THE ROOM ASSIGNED TO YOUR CLASS IS INADEQUATE

Remedy: Let us know at once. If possible, check the room a couple of weeks before your class is due to start. In some cases, we can arrange for a room change. If you're unhappy, we'll try to find a better place, but we won't always succeed.

WHEN YOUR ROOM ASSIGNMENT IS CHANGED

1. Notify your students by card (we'll supply the cards and postage) or by phone
2. Post the door of your old room

PLEASE REMEMBER

1. TVCC needs to know where your class is meeting!
2. Your students need to know where your class is meeting!

Sometimes the best solution is to anticipate and prepare for the worst! That way, you will seldom be disappointed.

CLASSES SCHEDULED ON THE THIRD FLOOR EIELSON BUILDING

All rooms (except 307/308 general class room) need to be kept locked when not in use. We can not afford to replace articles which get lost due to unlocked doors.

If you keep items in the storage cupboards, please label them. Unless a consumable item is labeled "for general use", or is labeled for your specific class, please don't use it. It's very sad when an instructor plans a class only to find out that the supplies have been used up. Be considerate of each other and urge your students to be considerate too.

The scheduling of the classes often is tight in the Eielson rooms. There is no way the janitor can get in and out between classes. Please clean-up after yourselves (get your students to pitch in). Everyone's life will be easier if you exercise thoughtfulness for the next instructor.

Foods Lab security and clean-up are particularly important. Label food items to be used for your class. Left-overs should be sent home with the students. Make sure students clean up throughly at the end of each class. If you throw away perishable items, put them in a plastic bag, seal the bag and deposit it in the dumpster near the Gruening Building. If you let these perishables sit in the Food's Lab, the resulting smell would kill an elephant. Please do your part to keep this room a pleasant place to teach and learn.

CREDIT COURSES
CLASS ROSTERS AND STUDENT ATTENDANCE

Student Attendance Please take attendance at every class meeting! Anyone who attends the class must be registered for it. (Sorry, no regular "visitors" are allowed).

We end up looking very silly when an instructor gives a "Pass" grade to a student who has withdrawn from the course. Attendance records will help you when time comes to assign grades. In addition, we are sometimes asked to verify class attendance of certain students.

If you will be assigning letter grades (A, B, C, D, F) to students, please let Marsha Heckman (201 Constitution Hall) know if a student has missed more than 2 class meetings in a row. The student will be contacted to determine whether he/she wishes to withdraw. Students taking letter grade classes who disappear without formally withdrawing will receive an "F".

Class Rosters At the beginning of your class, you will recieve a class roster containing the names and phone numbers of each of your students.

See "Registration -- Credit Courses" section for more information on various types of Rosters.

CREDIT COURSE
NUMBER GAMES AND RULES

Class Size for Credit Courses The minimum number of students in a credit class is 18. With 18 or more students, your class will be run at full contract. (See "Contingency Contracts" for information on low enrollment classes.) Please let us know what you consider the maximum number of students for your class. If you are teaching a straight lecture class, you should be able to handle a larger group.

Enrollment Capacity Once a course reaches a maximum enrollment, it will be closed. Only with the permission from the instructor will additional students be registered. If you decide to admit additional students, please call the Registration Desk (479-7035 or 479-7036) and they will call people on the waiting list. Please do not promise an individual that he/she can enroll - its not fair to the many individuals who may have been on the waiting list for weeks.

Teaching Loads The majority of Community College Instructors teach on a part-time basis. Our part-time faculty allows us to be responsive to the educational needs and interests of the Community. In addition, TVCC students benefit by exposure to instructors who are employed in business or in private or public agencies.

The maximum number of credits that can be taught by a part-time instructor is 6 credits per semester. Any combination of classes can be taught as long as the total credit hours do not exceed this magic number.

Contact Hours for Credit Courses The Statewide Instructional Council policy states that one academic credit represents satisfactory completion of 840 contact minutes of lecture; or 1680 (2 for 1) or 2520 (3 for 1) contact minutes of laboratory (or similar activity). Thus, a minumum total of 42 hours of study in and out of class is required for one credit hour.

1 hr. lecture	+	2 hrs.	outside	study/practice	x	14 wks.	=	1 credit
2 hrs. lab	+	1 hr.	"	"	"	x	"	=	"
3 hrs. lab	+	0 hrs.	"	"	"	x	"	=	"

SHORT COURSE
NUMBER GAMES AND RULES

Class Size Noncredit Short Course tuitions are based on instructor salary and materials needed for the class, and divided up by a base number of students. Most courses are set up for a minumum enrollment of 8 students. This means that if only 6 people enroll, we cannot afford to pay the instructor (the tuition collected will not cover his/ her salary). However, you may choose to teach the course at a lower salary rate - one which will be covered by the tuition which has been collected.

If you have classes which surpass the enrollment of 8 students, for example if one class has 10 students and another class only 6 students, it may be possible to average the enrollment so that you can teach the smaller class at your regular salary rate.

Teaching Loads All Short Course Instructors are hired on a part-time basis. There is not, however, a limit on how many courses an Instructor can teach.

GRADING (Credit Courses Only)

A new University of Alaska, Fairbanks policy recommends that all faculty "explain their grading policy at the beginning of each semester, in writing; and that such grading policy not be changed during the semester without the students being informed, in writing, in advance of the change."

There are many reasons for this policy: past student grievances; instructor's assigning letter grades to pass/no credit courses (and vice versa); numerous memos and such confusion between TVCC and the Records Office. We can not afford to be slip-shod about grades.

Vocational Instructors Vocational classes are required to have letter grades assigned. To help you give written notification, the secretary will provide you with a prepared notification. If you write the student's name on each, you will be sure that all students are notified.

Community Interest Instructors Prior to advertising the class, you should have indicated whether you would prefer to assign "pass/no credit" or "letter grades". If you have selected "pass/no credit", all students will receive "P" or "NC" grades; if "letter grades" are assigned, all grades for that class must be letter grades.

To help you give written notification to your students, we have developed a "Notification of Grading Policy" form. Fill out one form for each class you teach and Xerox copies (one to each student, one for yourself and one for Marsha Heckman).

The completed forms should be handed out at the first class meeting. If you write each student's name on a form, you'll be able to tell who did not recieve one.

Letter Grades should be assigned as follows:

- A - An honor grade; indicates originality and independent work, a through mastery of the subject, and the satisfactory completion of more work than is regularly required.
- B - Indicates outstanding ability above the average level of performance.
- C - Indicates a satisfactory or average level of performance.
- D - The lowest passing grade; indicates work of below average quality and performance.
- F - Indicates failure.

Each student's grade point average point equivalences for the letter grade he/she earned:

letter grade	point equivalence
A	4
B	3
C	2
D	1
F	0

Pass/No Credit If the student satisfactorily completes the class, the Instructor will assign a "P" grade and the student will receive credit for the class. If the student does not, you will assign an "NC" grade, and the student will not receive credit for the course. However, the student's grade point average will not be affected by either "P" or "NC" grades. The main difference between letter grades and credit/no credit grades is that letter grades affect the student's grade point average, P/NC grades do not. Students who are degree candidates may use credits from Pass/No Credit courses to meet "elective" degree requirements only (not requirements for "majors" or "minors").

Audits Students who wish to take a class, but not recieve grades or credits can do so by registering to "audit" the class. If some of your students seem to be uncomfortable with the idea of grades, suggest that they stop by the Registration Desk (201 Constitution Hall) and switch to "audit". If they decide to audit the course, they must do so officially and early in the course.

See section on "Registration - Credit Courses" for information on End of Semester Grade Reports.

WITHDRAWALS (Credit Courses Only)

Withdrawals (Properly Done) We have found that some Community College students drop out of courses. If we are contacted by the student who wishes to withdraw, we will complete the proper drop slip and inform the Instructor. If a student tells you that he/she wishes to drop your course, have that student contact the Registration Desk (201 Constitution Hall, 479-7035 or 7036).

If your class runs the entire 14-15 week semester, you will have to complete a "Faculty Initiated Withdrawal" form for a student who wishes to withdraw after the seventh week (third week of October in the first semester and first week of March in the second semester). Prior to this time, the student can initiate the withdrawal himself/herself. After this time, however, the University will accept only the Faculty Initiated Withdrawal. We have seen the University give students "F" grades if the withdrawal was not done according to their rules, so please comply with these various requirements.

Withdrawals (Mysterious Disappearances) You will find that some students simply stop attending class, and they are totally unaware that they need to inform anyone. If your course is graded Pass/No Credit, we can give disappearing students a "No Credit" grade, and our office will send through a drop slip or a total withdrawal.

If you are grading by letter grades and a student vanishes, you can:

a. determine a grade by the work the student had done up to that point, or
b. assign the student an "Incomplete" -- in which case the make-up work must be done within a year, or
c. give the student a "F" grade

Again, the University will automatically assign "F's" to those students who drop-out without officially withdrawing. Let us know if you have students showing consistently bad attendance or students who never even showed up in class. We will attempt to track them down and find out what has happened.

See Attendance section for more information.

REFUND POLICY (Credit Courses)

Fall Semester and Winter Studies 1977 - 78
Tanana Valley Community College

1. Complete refund of tuition and fees will be requested when a withdrawal is made prior to the first day of the semester, September 6, 1977.

2. Complete refund of tuition and materials fees will be requested in the event courses are cancelled by the Tanana Valley Community College.

3. A 90% refund of tuition only will be requested when a withdrawal is made on or after September 6 and before September 12, 1977.

4. A 50% refund of tuition only will be requested when a withdrawal is made on or after September 13 and before September 20, 1977.

5. No refund is given on or after September 20 for classes which start on the regular semester schedule. (See Late Start Classes below.)

6. Health service, campus activity, laboratory, materials and micellaneous fees shall not be subject to refund on or after September 6, 1977.

7. Students withdrawing under discipline forfeit all rights to a refund of any portion of their tuition and fees.

8. Claim for a refund must be made in person or in writing to the Tanana Valley Community College Administration Office in 201 Constitution Hall. Applications for refund may be refused unless they are made during the semester or term in which they apply.

9. LATE START CLASSES (those beginning September 20 or later): A 90% refund will be requested when withdrawal is made within four school days after the class starts. a 50% refund will be requested when withdrawal is made within nine school days after the class starts. No refund is given after the class has been in session for ten school days.

PLEASE NOTE: Class attendance has nothing to do with how much of a refund a student might recieve. If the student attended, for example, only one class, then withdrew but did not let TVCC know until two months later, no refund would be given.

INSTRUCTOR'S ABSENCES AND SUBSTITUTES

Absences TVCC instructors are so perfect that they never get sick, have car breakdowns, or any other types of disasters. They are so well-organized that they always have their dates straight. (e.g. They never have to attend their Aunt Bertha's 8th Wedding in Wichita on the same day as their class) In other words, our teachers never miss their classes.

We all know that the words "never" and "always" don't really apply. If you find yourself unable to meet a class, you will call all of your students (you have the roster with names and phone numbers), call us, and post the door of your classroom for those students you couldn't reach.

If you know beforehand that you will miss a class, tell your students and us, the class before the one you will miss. (Be sure to take roll and call all students who are absent.)

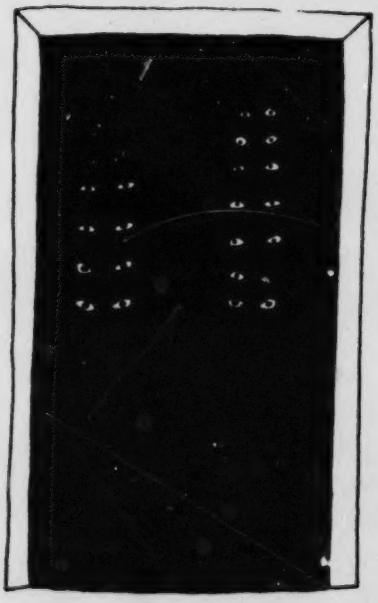
If you have an emergency and don't have time to notify your students, call us and we will post the door.

If you couldn't notify anyone beforehand, call and explain the next day.

We expect the missed time to be made up. Since the student paid for X number of class hours, they expect to receive X number of class hours.

Substitutes If you have someone who is qualified to substitute for you, notify us of the substitution. Since the substitute is not on our payroll, any pay arrangements are between you and your substitute.

Try to be organized about any "have to" absences. The student appreciates this and so do we.



IN CASE YOUR STUDENTS ASK - CREDIT COURSES

Tuition Fees $20.00 per credit hour, payable at the time of registration.

Optional Activity Fee If a student's carrying three or more credits, he/she may purchase a Patty Gym activity card for $5.00. This card will allow him/her to use the gym, the swimming pool (as scheduled for students) and the Beluga facilities. To qualify, the student must present his/her TVCC fee statement at the Patty Gym Office.

Materials Fees Some classes may require special materials. The cost of such materials will be noted in the course description and the charge is made at the time of registration.

VOLUNTEERS

Noncredit Short Courses is a self-supporting program, and is in need of volunteer assistance in almost all phases of its program. We need helpers to type, file, help with preparing class materials, aide instructors and input for new development of new courses and programs.

If you or any of your friends, relatives or students can give any time to Short Courses, please let us know. We believe that we are responsive to the community and its needs, and would like to continue and expand that responsiveness. Please join us!

TVCC - COMMUNITY EVENTS

Community College Day

Each May, registration for TVCC Summer Courses is kicked-off on "Community College Day". This event changes every year, but the general purpose always is FUN! The participation of part-time Instructors in the day's activities adds considerable variety and spice and helps to boost class enrollments.

Tanana Valley Fair

THE BIG EVENT of TVCC's year is the Tanana Valley Fair in mid-August. Registration for Fall Courses begins at the Fair, and we schedule demonstrations and exhibits by our part-time Instructors. Pickle sales and various contests add to the fun.

Tanana Valley Community College

announces openings for children 2 mos. - 6 yrs. of age

in the

BUNNELL HOUSE CHILD DEVELOPMENT PROGRAM

Quality Child Care & Education Provided

Mon - Fri 7:45 am - 5:15 pm

Mon - Thur 6:45 pm - 10:15 pm

Fees:

$285 per month (full-day)
$145 per month (part-day)
$5 per evening

Opening Date:

September 6, 1977

Pick up applications
at 104 Constitution
Hall, U of A
479-7880

TVCC offers Equal Educational and Employment Opportunities for All.

STATEMENT OF NON-DISCRIMINATION

It is the policy of the University of Alaska to provide equal educational and employment opportunities and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, physical handicap, or veteran status. This policy is in accordance with the laws enforced by the Department of Health, Education, and Welfare and the Department of Labor, including Presidential Executive Order 11246 as amended; Title VI and VII of the 1964 Civil Rights Act; Title IX of the Education Amendment of 1972; Title 41, parts 60-1, 60-2, 60-3, and 60-50; Sections 799A and 845 of the Public Health Service Act, where applicable; Section 504 of the Rehabiliation Act; and Alaska Statute 18.80.220. Inquiries regarding the application of these and other regulations should be directed to either the Affirmative Action Officer of the University of Alaska or to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

Q U I Z

QUESTION: NOW THAT YOU'VE READ THIS BOOK, YOU KNOW HOW VALUABLE IT IS. HOW DID TVCC EVER GET ALONG BEFORE WE WROTE THIS BOOK?

____a. We're really good at ESP

____b. We had a little bit of luck

____c. Things got fouled-up a lot

____d. We got asked lots of repetitious questions

__X__e. ALL OF THE ABOVE

APPENDIX

A

SAMPLES OF FORMS

UNIVERSITY OF ALASKA
HEALTH SERVICE

ACCIDENT REPORT FORM

NAME _____

ADDRESS _____

SEX: Male ☐ Female ☐ AGE _____ CLASS _____

Nature of Emergency. Describe:

What happened? _____

Cause (if known) _____

What injuries (if any) _____

_____

Witnesses _____

Action taken and by whom _____

_____

_____

Additional remarks _____

_____

_____

_____
(Signature of person filing report)

DUPLICATE TO BE FILED AT STUDENT HEALTH CENTER

******

rev. 6/13/77

NOTIFICATION OF GRADING POLICY

Tanana Valley Community College Fall/Spring 19__

Course: _____ _____ _____
letters number title

Instructor: _____

In compliance with the February 7, 1977 resolution of the Fairbanks Assembly, you are hereby informed that students in this class will be graded by the following system:

____ letter grades (A, B, C, D, F)
____ pass/no credit (P, NC)

This system cannot be altered after the second class meeting.

In determining the final grade, I will evaluate student performance in the following areas:

____% Attendance

____% Participation/discussion

____% Quizes/exams

____% Term paper

____% Project

____% Skill Mastery

____% Other (specify)_____

If any changes are made in the above grading policy, you will be notified of the change in writing in advance.

WARNING on withdrawals from "letter grade" courses: If, for some reason you stop attending class and doing the required work, you must withdraw officially from the class. Please call 479-7035 or 7036 (the TVCC Registration Desk) to arrange for a withdrawal. Students who "vanish" without withdrawing are likely to receive an "F" grade!

All grades will appear on the student's permanent academic record.

_____
Instructor's Signature

_____
date

1 copy to each student
1 copy to Instructor
1 copy to Marsha Heckman

DESK COPY REQUEST FORM

(See notes at bottom)

(Rev. November 1972)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date _____

To: _____
(Publisher)

_____
(Street)

_____
(City, State, Zip Code)

Your book _____
(Specify author, complete title, and edition)

_____

Publishers Book Number _____

has been adopted as a _____ required _____ recommended text in my course _____

_____. My order for _____ copies of this
(Course number and Title) (Number)

text was placed with _____
(Name of Bookstore)

on _____. I have not previously received a desk* or complimentary* copy of this
(Date)

text.

Name _____ Rank _____

Department _____

School _____

Street Address _____

City & State _____

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

*Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.

*Complimentary Copy - A book sent to a faculty member for consideration for adoption.

On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.

**********TO BE COMPLETED BY INSTRUCTOR REQUESTING SUPPLIES FOR HIS/HER CLASS

Suggested Supplier: _____

Address: _____

_____

To Be Used For: _____

_____ Date Needed: _____

Item#	Quantity	Catalog #	Description	Price	Extended Price

Estimated Weight Estimated Freight Cost $ TOTAL: $

1. Return completed form to the department.
2. Please allow ample lead-time to permit delivery at lowest possible cost.

Requisitioned by: _____
Signature Date

Class: _____

PRELIMINARY CLASS ROLL

UNIVERSITY OF ALASKA

OFFICE OF THE REGISTRAR

EMPATHY TRAINING

INSTRUCTOR	DEPARTMENT	NO	SECT	CREDIT	SEMESTER
CLINE	COUN	100	T1	2.0	SECOND 75-76

ALPHA NUMBER	NAME
101170	ANDERSON BRAD D
102916	BANKS ANDREW L
107299	BROWN DONATA C
107353	~~BROWN GREGG L~~
110170	CHARLTON ADA C
119091	FOWLER ALVINA D
120770	HUBBARD BOBBIE D
128913	JOHNSON JUDI B
123284	JOHNSTON NOELLA L
135285	MACDONALD PAMELA K
137295	MCCRACKEN HILDA K
144429	PALATINO GLORIA J
147480	RAAUM ROY E
160095	VIGIL KATHLEEN M
163068	WILLIAMS JANE E
	[illegible]
	Brown - CANCE
	GEORGE NORMA

SAMPLE

[illegible] CAREFULLY FOR ERRORS. THERE WERE COMPUTER PROBLEMS WHEN LOADING

OFFICIAL CLASS ROLL

UNIVERSITY OF ALASKA

OFFICE OF THE REGISTRAR

BASIC DRAFTING I

INSTRUCTOR	DEPARTMENT	NO.	SECT	CREDIT	SEMESTER
HURLBUT J Hurlbut	DRAF	101	T1	3.0	FIRST 75-76

ALPHA NUMBER	NAME	
104960	BIGGERS LINDA M	
105756	BODNAR KIM K	
106795	BREES CHERYL L	
108110	BURGESS THOMAS B	
131130	KING NORA A	W/D
137197	MCCARTHY BRIAN K	
138065	MCNARY CAROLYN M	
144496	PANIGEO DAVID	
146437	POLLARD ALLEN	
165110	ZITO KATHLEEN F	

SAMPLE

Speediflex ® Moore Business Forms, Inc. • Pat'd

APPENDIX

B

1977-78 TVCC CALENDER

HOLIDAYS FOR FISCAL YEAR 1977-78

The following authorized holidays will be observed by the University of Alaska for fiscal year 1977-78:

Independence Day	Monday, July 4, 1977 and Tuesday, July 5, 1977
Labor Day	Monday, September 5, 1977
Thanksgiving	Thursday, November 24, 1977 and Friday, November 25, 1977
Christmas	Monday, December 26, 1977 and Tuesday, December 27, 1977
New Year's	Monday, January 2, 1978 and Tuesday, January 3, 1978
Spring Recess University of Alaska, Fairbanks	Friday, March 31, 1978
Memorial Day	Monday, May 29, 1978

SEPTEMBER 1977

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Credit Course Registration Constitution Hall 9am-9pm 1 Short Course Catalog to Printer	University Registration; Wood Center 8:30am-7:30pm 2	Credit Course Registration Constitution Hall 10am-4pm 3
4	HOLIDAY 5 LABOR DAY	Credit Course Registration Constitution Hall 9am-4pm First Day of Credit 6 Classes	7	8	Credit Course Registration Constitution Hall 9am-5pm Short Course 9 Catalog proof	Credit Course Registration; Bentley Hall Gavora Hall Shopper's Forum Constitution Hall 10am-4pm 10
11	Credit Course Registration Constitution Hall 9am-9pm U of A Bookstore Special Hours (evening) 6-7:30 pm 12	13	14	15	Registration & Office Hours 9am-5pm 16	Credit Course Registration Constitution Hall 10am-4pm 17
18	Credit Course Registration & Trouble Shooting Constitution Hall 9am-7:30pm 19	20	Short Course Catalog Published 21	22	Registration & Office Hours 9am-5pm 23	24
25	Credit Course Registration & Trouble Shooting 9am-7:30pm 26	27	28	Short Courses Swim Registration 6-9pm Great Hall 29	Registration & Office Hours 9am-5pm 30	

OCTOBER 1977

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						Short Course Registration Great Hall 10am-4pm **1**
2	All courses Registration Constitution Hall 9am-9pm **3** child swim classes begin	**4**	All courses Registration 9am-5pm Short Course Registration only Nails; 6-9pm **5**	All courses Registration Constitution Hall 9am-9 pm **6**	All courses Registration Constitution Hall 9am-5pm **7**	All courses Registration Mall 10am-4pm Swimming Classes **8** Start
9	All courses Registration & Trouble Shooting 9am-9pm Short Courses Begin **10**	**11**	**12**	**13**	All courses Registration Constitution Hall 9am-5pm **14**	**15**
16	All courses Registration & Trouble Shooting 9am-9pm **17**	**18**	**19**	**20**	All courses Registration Constitution Hall 9am-5pm **21**	**22**
23	All courses Registration & Trouble Shooting 9am-7:30pm **24**	Last day student initiated withdrawals **25**	**26**	**27**	All courses Registration Constitution Hall 9am-5pm **28**	**29**
30	All courses Registration & Trouble Shooting 9am-7:30pm **31**	OFFICE HOURS 9 AM - 7:30 PM MONDAY - THURSDAY; 9 AM - 5 PM FRIDAY FOR REST OF SEMESTER				

NOVEMBER 1977

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	*Spring Credit Course Schedule to printer* 23	*HOLIDAY-NO CLASSES* 24 THANKSGIVING DAY	*HOLIDAY-NO CLASS* 25	*NO CLASSES* 26
27	28	29	30			

DECEMBER 1977

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 *Last Day classes for Short Courses*	3
4	5 HANUKKAH	6	7 *Spring Credit classes schedule published*	8	9	10
11	12	13	14	15	16	17 *Last day Credit classes*
18	19	20	21 *Grades due to Marsha Heckman 5 pm*	22	23	24
25 CHRISTMAS DAY	26 *HOLIDAY-NO CLASS*	27 *HOLIDAY-NO CLASS*	28	29	30	31 NEW YEARS E

MAKE - UP WEEK SHORT COURSES

JANUARY 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	HOLIDAY-NO CLASS	*HOLIDAY-NO CLASS*	*Short Course Winter Catalog Published*			*Credit Course Registration at the malls 10am-4p*
1 HAPPY NEW YEAR	2	3	4	5	6	7
	Credit Course Registration Constitution Hall 9am-9pm				*University Registration Wood Center*	*Registration 10am-4pm; Credit Courses Constitution Hall Short Courses Great Hall*
8	9	10	11	12	13	14
	All courses Registration Constitution Hall 9am-9pm		*All courses Registration at the malls 6-9pm*	*All courses Registration Constitution Hall 9am-9pm*	*All courses Registration Constitution Hall 9am-5pm*	*All courses Registration at the malls 10am-4p*
15	*First day Credit classes* 16	17	18	19	20	21
	Office open 9am-7:30pm			*Short Courses Winter Session Begins*	*All courses Registration Constitution Hall 9am-5pm*	
22	23	24	25	26	27	28
	Office open 9am-7:30pm		*OFFICE HOURS*	*9 AM - 7:30 PM MONDAY - THURSDAY; 9 AM - 5 PM FRIDAY FOR REST OF SEMESTER*		
29	30	31				

FEBRUARY 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Last day for student initiated withdrawals	7	8	9 Public School Vacation	10 Public School Vacation	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Short Course Registration Break-up Session Great Hall 10am-4p
26	27 Short Course Registration Constitution Hall 9am-9pm; Spring Recess, No Credit classes	28	29 Short Course Mall Registration 6-9pm	30 Short Course Registration Constitution Hall 9am-9pm	31	

MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MAY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						Short Course Registration Break-up Session Mall 10am-4pm 1
Last day Short Courses Winter Session 2	3	4	5	6	7	*Short Courses Break-up Session Begins* 8
9	10	11	12	13	14	15 TAX REPORT DU
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Last day Credit Courses	5	6
7	8 Grades due to Marsha Heckman 5pm	9	10	11	12	13
14 MOTHER'S DAY	15	16	17 Summer catalog printed	18	19	20
21	22	23	24	25	26	27 Registration 10am-4pm; Short Courses Great Hall Credit Course Constitution Hall
28	29 HOLIDAY MEMORIAL DAY	30 All courses Registration Constitution Hall 9am-9pm	31 All courses Registration Mall 6-9pm			

JUNE 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				All courses Registration Constitution Hall 9am-9pm **1**	Last day Short-Course Break-up Session Registration 9am-5pm **2**	All courses Registration at the malls 10am-4pm **3**
4	All courses Registration Constitution Hall 9am-9pm **5**	**6**	Short courses Registration at the malls 6-9pm **7**	All courses Registration Constitution Hall 9am-9pm **8**	All courses Registration Constitution Hall 9am-5pm Last Day Public School **9**	All courses Registration Constitution Hall 10am-4pm **10**
11	Registration Constitution Hall 9am-7:30pm **12**	**13**	**14**	Submit new credit courses for fall **15**	Registration Constitution Hall 9am-5pm **16**	**17**
18 FATHERS DAY	Summer Classes Begin First day Short Course Session I Office open 9am-7:30pm **19**	**20**	**21**	**22**	Registration Constitution Hall 9am-5pm **23**	**24**
25	Office open 9am-7:30pm **26**	**27**	**28**	**29**	Registration Constitution Hall 9am-5pm **30**	

FOR REST OF SEMESTER, OFFICE HOURS

MONDAY - THURSDAY 9 AM - 7:30 PM
FRIDAY 9 AM - 5 PM

JULY 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
Last day Short Courses Session I 2	HOLIDAY-NO CLASS 3	HOLIDAY-NO CLASS 4 INDEPENDENCE DAY	5	6	7	8
9	First Day Short Courses Session II 10	FINALIZE CREDIT COURSE SCHEDULE FOR FALL 11	12	13	14	15
16	17	18	19	20	Credit course schedule to printer 21	22
Last day Short Course Session II 23	First day Short Course Session III 24	25	26	27	28	29
30	31	- CREDIT COURSE INSTRUCTORS CALL-IN TO TVCC CONCERNING DEMONSTRATIONS AND PERFORMANCES AT THE FAIR -				

AUGUST 1978

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
Last day Short Course Session III 6	7	8	9	10	11	12
13	14	15	16	17	18	19
Tanana Valley Fair-Registration for Fall courses begins 20	21	22	23	24	25	26
27	28	29	30	31		

------ TANANA VALLEY FAIR - REGISTRATION FOR FALL COURSES BEGINS --------

UNIVERSITY OF CALIF.
LOS ANGELES
MAY 12 1978
CLEARINGHOUSE FOR
JUNIOR COLLEGES